



Topsfield Finance Committee  
Minutes to the Meetings  
January 6, 2014

I. **Call to Order:** Mark Lyons, Chairman, called the meeting to order at 7:04 pm. Jon Guido joined the meeting at 7:07. Karen Dow was not present for the meeting. Kelly Hebert, Town Administrator, was also present for the meeting until 7:37 p.m. Dan Shugrue left the meeting at 7:50 pm.

II. **Minutes:** Paul Dierze made a motion to approve the minutes, as presented, from November 18, 2013. Heidi Bond seconded the motion, voted in favor 4-0. Dan Shugrue abstained from the vote as he was not present for the November 18th meeting. Jon Guido was not present for the vote.

III. **Finance Committee Department Budget:** A motion was made by Chairman Lyons to ratify the Finance Committee Budget that had been submitted to the Town Accountant on behalf of the Committee. Jon Guido seconded the motion, voted in favor 5-0. Dan Shugrue was not present for the vote.

Details:

Total Wages: \$1,264

Total Other: \$385

Grand Total: \$1,649

Increase: 2.2%

IV. **Topsfield Elementary Schools Budget:** As the FY 2015 Liaisons to the Topsfield Elementary Schools Jon Guido & Dan Shugrue had an initial budget meeting with Dr. Bernard Creeden, Superintendent of Schools (Tri-Town School Union); Susan Archer, Chair of Topsfield Elementary School Committee; and Steven Greenberg, Assistant Superintendent of Operations (Tri-Town School Union).

V. **Schedule of Department Head Budget Presentations:** Kelly Hebert said she would get all proposed Department budgets to the Committee by the end of the week. Heidi Bond will coordinate the upcoming Committee meeting /Department budget presentation schedule for the last two weeks of January and the first week of February. Kelly Hebert discussed the Town capital budget. Heidi Bond commented that the Committee established the funding amount, but the Selectmen, with her input prioritize requests.

VI. **Upcoming Meeting Schedule:** The next three meetings of the Committee will be held on January 27<sup>th</sup>, February 3<sup>rd</sup>, and February 24<sup>th</sup> at 7:00 PM in the Proctor School Teacher's Lounge. There will be no meetings on January 13<sup>th</sup> or February 17<sup>th</sup>.

VII. **Adjourn:** A motion was made by Paul Dierze to adjourn at 7:51 p.m., seconded by Heidi Bond, voted in favor 5-0. Dan Shugrue was not present for the vote.

Respectfully submitted,  
Meagan Q. Ginley

Attachments: none